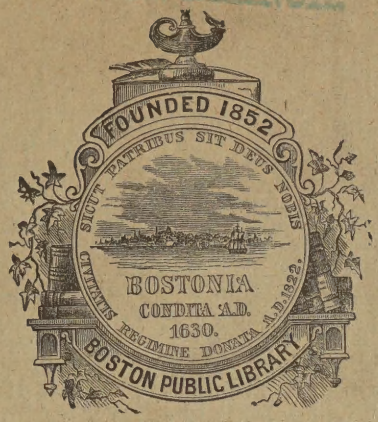
EAST BOSTON BRANCH




OCT 2 1930

B.N. 2

# CATALOGUE

OF BOOKS IN THE

# EAST BOSTON BRANCH LIBRARY

OF THE

# BOSTON PUBLIC LIBRARY.

*WITH AN APPENDIX.*

SECOND EDITION. FEBRUARY, 1879.

BOSTON:
ISSUED BY THE LIBRARY.
ROCKWELL & CHURCHILL, CITY PRINTERS.
1879.

# EXPLANATIONS.

The East Boston Branch of the Boston Public Library was opened for the delivery of books on the twenty-seventh day of January, 1871. It contained at that time about 5,700 volumes, of which 2,682 were presented by the Sumner Library Association of East Boston.

The first Catalogue was published on the third day of March, 1871. The present Catalogue, which has been prepared by Mr. William H. Foster, assisted by Mrs. A. C. D. Keen, contains the titles of about 10,500 volumes, with entries under the names of authors, and titles, or subjects. Its scope has been enlarged by references to the best books in the Central Library. These and all books in the Central Library suitable for circulation may be lent to readers at this Branch, and they will be delivered, if in the Central Library at the time, on the day after the application is made. The printed catalogues of the Central Library can be found on the tables at this Branch.

Books are entered in this Catalogue under the *names* of *authors*, when known; under the *initials* of the authors' names when these only appear, the last initial being put first; under the *pseudonyms*, or assumed names, of the writers, when the real ones are not ascertained. Such books are also entered under their titles or subjects, followed by the names, initials, or pseudonyms of the authors. In case of an anonymous book the author of which is unknown, the entry is under *the first word of the title, not an article.*

Initials enclosed within marks of parenthesis stand for Christian names which are not usually retained by the person to whom they properly belong; as Agassiz, L. (J. R.). In the headings of titles, the German diphthongs, ä, ö, ü, are written ae, oe, ue; Goethe occurs, for example, before Goldsmith, instead of after it. An italicized name within marks of parenthesis following the name of an author is the pseudonym of such author; as Hector, A. F. (*Mrs. Alexander*), or another form of the name, as Napoléon I. (*Napoléon Bonaparte*). Brackets, within titles, enclose words additional, or changed in form.

Holders of Cards at this Branch Library can take out one volume at a time from the Branch, and one volume from the Bates Hall of the Central Library. One volume can also be taken from the Lower Hall of the Central Library, if the applicant at the time has none from the Branch.

Fiction and juvenile books published within one year may circulate for seven d[illegible]; all other books for fourteen days. No transfers of books by card are permitted. [illegible] book can be taken out again by the person returning it until it has remained one d[illegible] [illegible]ce on the shelf.

1

Nov. 26, 1870.

Green Bonds

Miss Pond, - (Clara B) 2 assistants runner - janitor

In investing you, until further orders, with the charge of the new Branch library at East Boston, the central government of the Public Library desire to call your attention to the By-laws of the Library, and particularly to the injunctions contained in Article 20, on pages 16 and 17. Never forget the utmost importance of punctuality in the service and of requiring it of all under your control. The hours established ~~for your~~ or to be established for your branch are such as it is thought the interests of the public require, and they must be filled from the very beginning to the very end in that public service. Also remember that personal visitors take the Library's time, and the service proportionally suffers. It cannot be recognized as a proper indulgence. Be very careful of showing favors to your friends, or allowing your subordinates to do it; and by all means enforce the injunction in the By-laws, section 3d of article 20, regarding new books. The copies, which may be sent to your branch, of new popular books, may otherwise be kept in use by the library attendants, or their friends, for weeks, with obvious injustice towards the public. I shall depend confidently upon your avoiding this mistake.

Always treat every body courteously, and with a spirit of accomodation; and if you observe in any visitor a feeling of com-

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https://archive.org/details/annualreports18700bost

plaint or a desire to suggest change, kindly ask such to address the Superintendent in writing, and tell him that you will see that the communication is conveyed to its proper destination.

You will find yourself obliged to deal, occasionally unpleasantly, with all sorts of people, from those most kindly disposed and full of forbearance, to such as are carping continually and eager to find fault. You must meet these last with good temper and conciliatory tact; but the moment you are conscious of the need of an authority superior to your own, inform me in writing.

You must constantly preserve good order throughout the rooms, and if after your kindly expressed remonstrance, any person persists in wrong-doing, report the case to me at once. If the conduct is flagrantly disorderly, and cannot be safely endured till ~~any~~ my interposition may come, send at once for an officer to the captain of the Police Station opposite the Library, and state the case to him.

To your charge is entrusted the keeping of the city property in the library, and you must provide against loss and waste. Keep your stationery under lock and key, and also the money you may receive from fines and the sales of catalogue, which you will account for on your daily record of such receipts, at such times as Mr Capen may arrange.

In case of sickness of any of your force, so that you are unable to fulfil promptly the service required of you, you will report such dilemma to me at once.

I hope to be able to provide in due time an assistant or two in reserve, who may be at once called upon by you for temporary service in any such emergency.

On Monday, Nov. 28, you will open the Reading Room to the public at 9 o'clock, A.M., and give the Janitor instructions to close it at 10, P.M.

Miss Pray will be put in charge of it, and of taking the registration. She will satisfy herself by questions that the applicant has not already since Sept. 1867 registered in Boylston St. before receiving a new application. In asking for the one "reference" required, let her avoid the use of that word "reference", and put the question thus, "Give me the name of any person in East Boston who knows you." When the application is made, say to the applicant that his "card will be ready as soon as the application can be communicated to the central Library." The applicant will be in each case required to sign name or mark to the application. This original application must be kept in an alphabetical file, and a copy of it made and transmitted the next day to Mr Bradshaw at the central Library, who will the same day return the slip (marked with the applicant's registration number) of any who have already received cards from the central Library, and this fact will be made known to the applicant on demanding his card. If he replies his card is lost, make record of it, and give him a new one with the registration number of his lost card, at the end of fifteen days.

Miss Pray will see that the proper statistical record of both the

Registration and Periodical Room is kept day by day as required by the headings of the Record Book of the Branch.

Miss Pray will be relieved during the hour and a quarter allowed for her dinner by Miss Tracey, who may take her dinner hour as you may arrange, either before or after Miss Pray. You as well as Miss Tracey should fully acquaint yourself with all that Miss Pray's duties require, so as to fill the gap yourself if exigencies should require it.

Until further orders, yourself, Miss Pray and Miss Tracey must take turns through the week in attending to the Reading Room duties between 6 and 10 o'clock P.M. Whoever is to stay till 10 will be allowed one hour for tea between 6 and 7, and one of the other two must be in charge during that hour.

In no event will the attendant leave the Hall at 10 o'clock, unless the Janitor is on hand to close the building.

A rearrangement of hours will be necessary when the library is opened.

You will see that day by day all ~~duties~~ entries called for by the Record Book are made by you in it, and you will require that Miss Pray furnishes her figures on a slip of paper for you to copy. In due time a blank will be furnished you for a daily return to me of these statistics.

Let Misses Pray and Tracy read this paper, and you must preserve it for reference. Your subordinates are to understand that within this range of your authority as head of the Branch you are to be obeyed, and

I ~~cannot~~ enjoin upon them to observe a spirit of forbearance and submission, and upon you, one of kindly justice. They can appeal to me, if necessary, but such appeal should be transmitted through you. I confidently expect however that there will be nothing jarring in your official relations one to the other.

While Mr. Foster is revising the catalogue you will see that all the assistance he needs is afforded him, and he will always be ready to afford you any help in your own administrative duties.

J. Winsor,
Supt.

Boston Public Library
26 Nov. 1870.

History

Mr Putnam,

As your request I send the following mem- of the East Boston Branch.

The R. R. of this Branch was opened to the Public Nov. 28. 1875 and for the delivery of books a few months later. Within eleven days after the rooms had been made ready and delivered to the Trustees, all of the books were placed in their positions on the shelves. This Library at that time contained the most approved histories of the old and new world, literature in England and the United States, biographies, fiction and miscellaneous reading most largely in demand at that time and such books as the statistics of the Central showed to be most freely circulated among its patrons.

This Branch is now, after a period of twenty-five years, occupying the same rooms as when first opened, with but a few alterations, not by way of improvement but a new High school building was erected on the same grounds, which necessitated the closing up of five of the windows and two

ventilators. We have also had a few new shelves added, consequently we are now, or soon shall be asking for more shelf-room. Many of the books have been withdrawn from circulation and we have been able to fill up the space with the new books.

I send you the size of the R. R. 49 ft × 18 ft.
" Delivery room 34 " × 21 ft
" Alcove room 34 " × 18 ft.

The rooms are well lighted and the ventilation while not of the best is better than when the rooms were first opened.

We have 2770 card holders drawing books through this Branch. More than three quarters of the readers average under twenty one years of age, and about, ~~about~~ one half of the readers are from ten to sixteen, The largest proportion are the pupils. Two thirds of adult female readers against the one third adult male readers. Area about two or one half miles. Number of persons employed at this Branch regularly five with three extra substitutes.

The Library is opened to the public at nine o'clock A. M. and remains open until eight P. M. on Saturday evenings until nine P. M.

The Delivery wagon is due here at eleven A. M. and delivers about two P. M.

The salaries of the Branch for the last ten years as follows. 1886 - $2638.00. I have no record of any of the substitutes time so can not give the amt. expended and have never purchased any of the supplies but have always sent to the Central and received all supplies from there.

| | |
|---|---|
| 1886 - | $2638.00 |
| 1887 - | 2651.00 |
| 1888 - | 2399.00 |
| 1889 - | 2509.00 |
| 1890 - | 2664.00 |
| 1891 - | 2664.00 |
| 1892 - | 2475.00 |
| 1893 - | 2541.00 |
| 1894 - | 2664.00 |
| 1895 - | 2664.00 |
| | $25769.00 |

Number of volumes belonging to this Branch in Jan.

| | |
|---|---|
| | 1216 |
| Science. | 732 |
| Libraries | 577 |
| Periodicals | 847 |
| Travels | 633 |
| Biography | 1047 |
| History | 975 |
| Miscellaneous | 818 |
| Poetry | 501 |
| Fiction | 3880 |
| Religious | 328 |
| Foreign | 90 |
| Total | 11646 |

All of the departments have new accessions and in fiction where we find the greatest demand, it would add somewhat to the circulation if more of the popular books were replaced instead of being withdrawn from circulation. The accession for the

last ten years as follows. 1886 - 567
'87 - 459
'88 - 403
'89 - 387
'90 - 295
'91 - 511
'92 - 607
'93 - 325
'94 - 410
'95 - 290
Total. 4254

Books condemned during the same period 3248
net gain 1006.

A new edition of the first catalogue was published in 1879. In 1890 a supplement was published and in 1892 and also in 1893 new Finding Lists were issued. The card catalogue contains new books added since 1890 to date.

Number of R. F. books used during the past ten years 9243. Number of books issued for home use during the same period 634617. Books received for E. B. from Central for home use. 7345. No account has ever been kept of slips returned from the Central unfilled, but I think about one half are returned unfilled. The greater part of books sent from the Central are works of History, Biography and Mechanics.

We are very much in need of

new catalogues, we have only the supplement for sale which was issued in 1890, The supply of Finding lists was exhausted about one year ago. We have not a sufficient number of accessions to warrant a new list. I would suggest that a new catalogue be issued instead of a new Finding list, We have on hand about six hundred of the Supplements, this list contains the accessions from 1879–1890.

Yours truly,
S. C. Godbold. Ass't.

EAST BOSTON BRANCH.

ANNUAL REPORT YEAR ENDING 1890.

The total number of books delivered at this Branch for the year ending 1890, not including the reference books in the R. room, was the largest since 1885. The increase commenced during the first six months and steadily increased until the commencement of the summer months, when, as is often the case and I may say, always the case, during the vacation season, the totals were much smaller than the preceding year corresponding months. But the totals of the first six months were so much larger than the previous year that the loss of the last six months did not lower the annual total but it was found to be nearly three thousand in advance of 1889 and a much larger total as far back as 1885. Many of our books were old when first added and we have been obliged to condemn more than three hundred during the past year, of those condemned only about one-third have been replaced. A greater part of the books condemned are of course the most popular, and it is very important that they either be replaced or a copy of a more recent work furnished, which would in some cases be preferable although not in all cases, as the old publications are read by

our new applicants and are sometimes rather chosen than the new. I do not really think that our readers are apt to leave because they cannot find the book called for as they can generally find other works quite as interesting, unless the book wanted is for some special study, in that case we always make it a point to send the slip and card to the Central department.

The one-hundred and ninety-four volumes in the R. room have been loaned three thousand two hundred and fifty-one times during 1890. No account is kept of the titles loaned and no account of the number of times loaned, but they could all be added to the class, "miscellaneous," in the Hall use and in this way increase the pr. ct. of circulation.

As far as we have been able to notice the different calls have been for Ency. Britannica, Ency. American, Young Folks' Ency. of Persons and Places, Ency. of Common Things. Under the present arrangement it would be impossible to arrive at any total circulation for any of the above, but simply grand total of all.

The "Popular Science Monthly" and "North American" have been suggested as additions to the R. room, also "New England Magazine", this last was recommended and a slip sent in to the Central department but it has not yet been received at this

[illegible] pictures and are sometimes [illegible] times, but I do not really think that our readers are apt to leave their dainty [illegible] book called for so [illegible] Ly time. The works prize as interesting, unless the book is for some special study. Whether case so always proves to some the city and can [illegible] Mr. original [illegible] one-hundred and twenty-four volumes in the K. [illegible] cent years showing two hundred and fifty-one [illegible] ing 1890. No account is kept of the titles loaned account of the number of times loaned, but they could be added to it class, "miscellaneous." In the [illegible] this way increase the [illegible], etc. of circulation.

[illegible] as we have been able to notice the different cells

[illegible] and Ideas Book, of Common Things. Under [illegible] arrangement it would be impossible to carry on circulation for any of the above, but simply [illegible]

[illegible] Other Sci ence Country and "Morel Ambrieser" have been [illegible] as additions to the K. [illegible], also "New England [illegible]

Branch. I would recommend duplicates for our most popular periodicals, "Golden Days," Puck and Life. While the reading of the above list is only intended for the very young readers as they are our most constant readers I think it would be well to furnish the extra copies. They are so particular about reading these that they will sit patiently and wait for one reader to finish. The condition of the above list at the end of one week is unfit for a second week's circulation as the volumes just condemned will testify. Of course these small boys soon outgrow these magazines and call for something better but there are so many of the very young readers who are signing their names that the demand is always large and the papers hardly fit to handle at the end of one week.

Yours truly,

(Signed) Sarah C. Godbold.

East Boston Branch Report

1891.

The circulation of this Branch, which has reached as high as 101,000 for a full year's work, has gradually decreased from year to year until at the close of the present year Dec. 1891 the circulation is the smallest, for a full year's work, on record since the opening of the Branch and more than sixteen thousand less than the preceding year, 1890.

It would be impossible to assign any particular reason for this immense loss. We have noticed that many of our adult readers have dropped off, but our registration of new signers remains about the same.

Of course we register more names from the public schools, but have about the usual number of adult signers. It is just possible that our adult readers send their children for the books.

The Public School children are just commencing to read and can use our catalogue for a much longer

period than can our adults who have read many of the books before applying for their card. It is of course very difficult to keep our adults, as after repeated attempts for certain books they seem discouraged and purchase books occasionally. Reading matter is now so very cheap that many people would prefer purchasing a copy rather than wait so long for our new copies.

Of course where we have condemned nearly five hundred copies of our most popular books and have only replaced a few of these numbers, these five hundred copies alone would make a great difference in the circulation, as there are more people who return the book in less than fifteen days than retain it the full time. One copy alone would circulate about four times in four weeks and at the end of the year the five hundred copies condemned have lost a large circulation.

I do not wish however to give the impression that I would approve of replacing every condemned book. There are many books of poems and many writers of fiction whose works it would be advisable

always to have on the shelves of a public library. There are many books out of print and also many old books condemned that I should prefer not having replaced, but would recommend substituting some recent work of fiction so that our book numbers could be kept up and our adult readers retained as the patrons of the library are constantly calling for some new work. The few students who call we can generally supply as the books used by them are seldom sufficiently worn to condemn.

Many of our juvenile books have also shared the same fate as our works of fiction, they have been withdrawn instead of replacing or furnishing a new title and author equally as good. At the present time we have several books appearing on our catalogues that have been condemned for some two years and for a longer time, and they are in constant demand, but as we have not yet received word to withdraw~~n~~ them from circulation of course they will be called for until they are withdrawn.

?

We have in use quite a large number of Hall

slips. These are used mostly by the pupils of the Public Schools. Harper's Weekly is only allowed to circulate on the hall slips and all of the volumes belonging to this Branch are in constant demand.

The loss in circulation of the periodicals in the R. R. of this Branch, is less than the loss in the Delivery room. The boys and girls from nine to twelve years of age all seem anxious to commence using the R. R. and all seem to have reached the age of twelve very soon after their ninth birthday. It is almost impossible to keep these little ones away.

They are equally as anxious to sign for a card, although in this particular branch of the work, registration, we are better able to get at their exact age, unless their parents too forget their children's age as they do occasionally. I have nothing in particular to suggest excepting what has already been said regarding replacements of condemned books.

Yours truly,

Sarah C. Godbold.

To the Trustees of
Public Library.
East Boston. 1894

The total circulation, for the year ending Dec. 1893, was much smaller than in previous years notwithstanding the fact that each cardholder is allowed the privilege of drawing two books for each date. We cannot assign any special reason for this falling off in the circulation, but may attribute it to the withdrawal of so many of the popular authors, although for every copy withdrawn a work of a more recent date is substituted. The new authors and their works may in time become as popular as the works withdrawn but the card-holders have become so accustomed to these older writings that they cling to them all and hardly spend the time to read and become interested in the new authors. The popular fiction can be found at such reduced rates at the book stores

that very many people prefer purchasing a copy rather than wait for its return to the Library.

There is a large circulation of books in historical fiction and in history, more especially works on the late civil war, these works are called for not only by the pupils of the public schools but also by the adult readers.

The circulation of the books of reference alone in 1889 was 4930, the circulation during the year just closed was only 660, although of course no very strict account is kept of the books in this department.

The total registration for the year 1893 was the smallest, with two exceptions, since 1887, when it was 1117. This however does not include the re-registration of persons already holding cards under the old registration previous to 1886.

I would recommend for East Boston new catalogues as we have sold all of the catalogues published in 1879 and have on hand and for sale only

the supplements and finding-lists, the supplements published in 1890.

I would also recommend more shelf-room, as I now have to depend upon the books withdrawn for any extra room. We have really no extra room for this last call, the alcoves could all be built about two shelves higher and that is the only chance for additional shelf-room.

I made application for new copies of the following works whenever it so happened that they were condemned.

Harper's Weekly,
Harper's Bazar,
Harper's Young People,
Youth's Companion,
Frank Leslie's Illustrated Paper.

as they are retained on the shelves for Hall use only. I am happy to say that I hear no complaints from the public and am happy to say that the attendants are kind and polite to all

and obliging to all with whom they come in contact.

Yours truly,
Sarah C. Goldbold. Ass't

East Boston.

1895

East Boston Branch

Annual report.

1895

Branch,

March 2 1896

TO THE LIBRARIAN: Classification of books:

| | |
|---|---|
| Reference. | 297 |
| Genealogy & Heraldry | 25 |
| Biography | 1055 |
| History | 990 |
| Fine arts. Archaeology | 74 |
| Geography. Travels. | 662 |
| Language. | 100 |
| Literature. | 3085 |
| Medicine. Hygiene. | 77 |
| Natural Science. | 89 |
| Philosophy. Ethics. Education. | 44 |
| Religion. Theology. | 323 |
| Sociology. | 154 |
| Law. | 14 |
| Useful and Industrial Arts. | 80 |
| Amusements, Games. Sports | 60 |
| Fiction. | 3853 |
| Books for the Young | 1142 |
| | 12124 |

In the above list I have dropped all books condemned. Several books have been withdrawn since 1894.

# Appendix V
## Increase of the Branch.

| | |
|---|---|
| Gain in books. | 379 |
| Condemned and lost. | 267 |
| Net gain | 112 |

# Appendix IX
## Circulation.

| | |
|---|---|
| Home use. | 66386 |
| Hall use. | 4990 |
| Total. | 71376 |
| Largest daily use and date. | 622 Feb. 9, 95 |
| Daily average. | 215 |

Appendix X
Registration.

| | |
|---|---|
| Applications received. | 898 |
| " sent by Police. | 725 |
| Cards refused. | 18 |
| Cards not called for. | 33 |

Totals to Feb. 1896

Appendix XIII

Reading.

| Class No | Classes | No of vols. | Pct. |
|---|---|---|---|
| 1 | Fiction and juvenile. | 55748 | 78 |
| 2 | History and biography. | 3932 | 6 |
| 3 | Travels and voyages. | 1689 | 2 |
| 4 | Science, arts, fine and useful, theology, law, medicine professions | 1680 | 2 |
| 5 | Periodicals. | 4964 | 7 |
| 6 | Foreign languages. | 85 | — |
| 7 | Miscellaneous. | 3278 | 5 |
| | Total | 71376 | |

# Appendix. XV

## Reading room.

## Periodicals received.

| | |
|---|---|
| English and American. | 28 |
| Duplicates. | 3 |
| Grand total. | 31 |

## Statistics of use.

| | |
|---|---|
| Number of days open. | 331 |
| Total readers. | 11178 |
| Daily average readers. | 33+ |
| Total magazines read. | 18126 |
| Magazines read, daily average. | 54+ |

R. R. report Jan. '95 - July '95.

Appendix XVI

Losses, delinquencies in books loaned.

| | | |
|---|---|---|
| 1 | Books finable. | 3166 |
| 2 | Mail notices. | 717 |
| 3 | Books sent for by messenger. | 49 |
| 4 | Books condemned. | 267 |
| 5 | Books covered. | 15679 |
| 6 | Books loaned, finally given up as lost. | 1 |

# Appendix XIX
## Library service.

| | Entered service | Position | Reg | Extra | Total |
|---|---|---|---|---|---|
| Sarah C. Godbold. | 1871 | Ass't.-in-charge | 1 | | |
| Alice M. Wing. | 1872 | 1st ass't. | 1 | | |
| Emma W. Flanders. | 1888 | " " | 1 | | |
| Lillian A. Bickford. | 1891 | 2d ass't | 1 | | |
| George H. Kosea. | 1875 | Janitor | 1 | | |
| Marian W. Brackett. | 1891 | Runner | | 1 | |
| McDougall, Willie M. | 1891 | " | | 1 | |
| Gerty Averill. | 1892 | " | | 1 | |
| Total | | | 5 | 3 | 8 |

# Appendix XX
## Examination of shelves.

| | |
|---|---|
| Not on shelves. | 1625 |
| Of these found to be | |
| Lent. | 871 |
| Bindery | 66 |
| Otherwise accounted for. | 688 |

Annual Report

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

East Boston {Dept. / Branch.

Feb. 11, 1898.

TO THE LIBRARIAN:
Supervisor of Branches and Stations:

I have the honor to submit the report of the East Boston Branch for the year 1897-98.

From Feb. 1 until July 1, Miss Alice M. Wing, the first assistant was in charge of the Branch. Miss Flanders was absent much of March and April because of the last illness of her mother and her own illness. Her resignation took effect the 1st of May, but she was granted leave of absence from Apr. 13. Miss Brackett was appointed to Grade 6. in April and since Miss Flanders's departure has filled the position of Registration clerk. Therefore the number of assistants under Miss Wing for most of the five months was only two regular and two extra helpers, the smallest force ever employed at this Branch. That the routine work was kept in such good running order speaks well for the energy and loyalty of each member of the force, while their cheerful service and ready adaptivity to the recently appointed customs have mitigated somewhat the severity of her new responsibilities and duties.

Since the term of service of the present

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

..... Dept. / Branch.

..... 189

TO THE LIBRARIAN:

Custodian dates only from July 1, and no memorandum exists of events here prior to that time save the monthly statistical reports, the present report will cover merely the period from July 1, 1897 to Jan. 31, 1898, except for a few comparisons of statistics.

Circulation:

The record of home use for this year shows a loss of 450 as compared with that of 1896-97. A detailed comparison shows, however, that although from Feb. 1 to Oct. 31, 1897 there was a loss of 2001, from Nov. 1, 1897 to Jan. 31, 1898 there was a gain of 1551. Hence it seems reasonable to hope that the circulation is fairly started on a steady increase.

The percentage of fiction has increased .018. This may be due to the addition of open shelves for new books but is doubtless affected somewhat by the increase in reference work at the Branch induced by restriction of many books to hall use, which while it insures a far larger use of valuable works in connection with school lessons than if the books circulated, lessens greatly the home use

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

..... { Dept. / Branch.

..... 189

TO THE LIBRARIAN:

of these works by the few and is not represented by statistics.

Missing books:

The number of missing books is startlingly large. At first sight the record of 31 books missing this year and none last seems inexplicable; but when it is considered that the "Y shelves", from which all but two of the books were missing, were examined in October, 1896 when the books had been on the shelves only from April, and before any pressure of winter work made careful watching impossible, it seems very possible that some of this loss may have occurred after the shelf-examination but before Jan. 31, 1897, so that by right it may belong in the report for 1896-97. Another indication of this possibility is in the fact that for several months the "Y case stood parallel to and about four feet from a wall. In consequence the side next the wall was not in easy sight of the attendants and the result was that

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

..... { Dept. / Branch.

..... 189

TO THE LIBRARIAN:

often in a busy time mischievous boys looked over their books on this sheltered side and might easily have slipped books under their jackets without being seen and carried them away unchanged. The fact that a large majority of the books missing are either of very small size or the most popular books on the shelves is interesting in this connection. Early this year, Miss Wing caused the case to be turned at right angles to the wall so that now one side is in full view of the Registration desk and the other of the Custodian's and Issue desks. It is confidently expected that the record of missing books for the next year will be much more creditable.

Books added:

The comparatively small gain in the number of volumes on our shelves, in spite of the record of 516 volumes newly purchased, is due partly to the fact that the addition of the "Y books" in 1896-97 swelled greatly

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

..... { Dept. / Branch.

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TO THE LIBRARIAN:

the number of books newly purchased then, and partly that a beginning has been made in transferring books useless here to the Central Library. The 315 volumes already transferred include two sets of old encyclopædias, many volumes of United States documents, scientific periodicals twenty to thirty years old, and stray volumes of periodicals not indexed in Poole. Few long sets now remain except such as are of some value here, but several hundred single volumes might profitably be transferred and will be when time permits although in the present complicated state of the catalogue the cancelling of such will be an unduly serious task.

Catalogue:

For remarks on the catalogue I would respectfully refer you to the special report on that subject, a copy of which has been sent to you and also to the Head of the Cataloguing Department in response to h

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invitation for such a report.

New furnishings:

In October, a table and desk discarded by Station P. were sent to this Branch and meet a long felt need. The table stands in the Reading room and holds the newspapers, leaving the central table free for magazines and the third table for reference workers, who, however, often fill both these latter tables. The desk serves admirably as a registration desk being much more comely and commodious than the small table formerly used for that purpose.

Two new swivel chairs for the Issue desk furnish a degree of relief in the wearying duties of the assistants there.

Sixteen new chairs placed in the Reading room have increased the seats there to sixty-five chairs and four settees, with a crowded capacity of ninety-seven.

A case for new books was put in place in November at the right of the

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Issue desk, thus providing open shelves for older readers. On them have been placed all the new books received since Jan. 1, 1897 and all the fiction since Jan. 1, 1896.

Advertising the Branch:

Attempts have been made in the following ways to inform the public of the attractions the Branch offers.

1. Through the local papers
2. Through exhibitions of pictures
3. Through placards.

1. Since September, with few exceptions, a weekly list of books added has been sent to each of the two local papers, the Argus-Advocate and the Free Press, whose managers expressed themselves as glad to print anything relating to the Branch. Notices have been printed also of the four exhibitions of pictures loaned by the Central Library. A word from one and

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another of the borrowers shows that these lists and notices are read with interest. Early in October the Argus-Advocate printed an article a column in length about the Branch.

2. There have been held four exhibitions of the portfolios of pictures sent from the Central Library on the following subjects:

Raphael
English cathedrals
Rembrandt
Florentine architecture and ornament.

Although notices of the exhibitions were sent to the Masters of all the public schools and were published in the local papers, the teachers were not especially invited to come with their full classes, because the dimensions of the Reading room where most of the pictures were displayed and its usually crowded conditions in the afternoon and on Saturday make it difficult to handle a group of more than

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six at a time without disturbing the readers. Therefore, although a large number of pupils have come to look at the pictures, they have come in such small and scattered groups that it is impossible to tell the number from any one class, or indeed the number who came especially to see the pictures, since almost every borrower as well as those having no cards looked at them.

There were, however, two Grammar school teachers who came, each with between fifteen and twenty of her pupils. Ten other teachers came themselves and some of the pupils of at least eleven classes in the Grammar and High schools. Three of these classes were given subjects for composition work that required examination of the pictures and some reference work at the Branch.

Warm appreciation of the privilege these exhibitions offer has been expressed by many, from the muscle-bound boyle the

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Head Master of the High School. When it is considered that the majority of the readers and borrowers at this Branch have few opportunities to enjoy pictures except through shop windows, the unconscious effect of these exhibitions on such can hardly be doubted.

In connection with these exhibitions there have been received on deposit from the Central Library such books as the Life of Raphael, by Müntz; Raphael's Madonnas, by Károly; Ten monographs on the English cathedrals; and Rembrandt, by Michel. These were used with hearty appreciation by a number of teachers some of whose scholars looked over while the teacher turned the leaves.

3. At the suggestion of Mr. Putnam twenty placards giving a brief statement of the hours of opening and contents of the Branch have, with the consent of the managers, been posted in ten factories and the North Ferry

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waiting-room. No especial results have yet been seen but it is hoped that eventually our constituency of adult male readers may be much increased in consequence.

Sunday opening:—

The experiment of opening the Branch on Sundays from 2 to 10 p.m. for reference and reading has been tried since the first of November. For the thirteen Sundays between that time and Jan. 31, the record is approximately as follows:

| | |
|---|---|
| Whole number present | 3625 |
| Average | 278+ |
| Whole " of adults | 292 |
| Percentage " " | .08 |
| " " adult males | .06 |
| Hall use | 27 |
| Number using reference books | 93 |
| Registrations | 5 |

From the above it will be seen that the proportion of adults is very small. The Sunday constituency differs little from that

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of week days, but the number of older youths is steadily increasing. There is little disposition to call for what is not on the open shelves or the tables.

Mr. Hosea has been in full charge with a policeman present to relieve the nervous strain of keeping order. The order has been excellent, the only disturbance being the confusion of passing in and out, and that is growing less each week as the readers stay for longer periods, and have a more definite purpose to read.

Work with the public:

As a help toward more efficient reference work, the reference books which heretofore had been placed on the shelves in order of accession or according to height, were rearranged in nine classes according to subject. Some volumes not useful as reference books were removed to the stack shelves and the shelves thus left vacant have been filled with changing collections of books from the stack for the

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use of the history classes of the public schools. The teachers have been invited to send notice beforehand of the topics to be studied by their classes, and four of them have done so with greater or less regularity. As a result of this, 71 volumes on 14 topics in United States history have been placed on the reference shelves and have been in daily use, not only by the Grammar school classes but by casual readers. In every case a list of these works, usually with reference to the pages where the topic could be found, has been posted near the shelf.

37 volumes on Grecian history have been placed on the open shelves, at the request of the teacher of Ancient history in the High school, for circulation among her classes.

In addition ~~to this~~, much general reference work has been done by pupils from the 4th to the 9th grades of the Grammar school, some by the general public, and

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work in literature, history and science by High school pupils. No statistics have been kept of the number of pupils, but it is not infrequent to find twenty at work at one time and others waiting to take their places when books and chairs shall be free, while the other seats are filled with readers of magazines and newspapers.

The work has been supervised daily with more or less care, both to insure careful handling of the books and good and speedy work by the pupils so that no small number shall monopolize the books.

Some of these pupils are so unused to handling reference books that the very line on the page has to be pointed out to them, but it is attempted to make the older pupils more or less independent workers by showing them the use of indexes and explaining briefly the scope of this or that work.

Difficulties:

Prime among the difficulties met in the

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work has been disorder of two kinds; malicious, and thoughtless.

Malicious disorder: Some unruly boys and girls have formed a habit of coming to the Branch in cliques merely to laugh and play and make a disturbance. The boys indulged in many malicious noises made with the unaided mouth or through paper squeakers, harmonicas or other instruments. It was often difficult to find the offender in which case the whole group were sent out, one or two at a time to make the exit less attractive. In some cases the real offender was found and talked with seriously. In one instance, the former offender is now one of the quietest, most orderly readers. Persistent sending out of disorderly ones has at last resulted in practically stopping malicious noises in the Reading-room and in establishing among some of the rough boys the feeling that it is not a desirable distinction to be sent out for disorder or soiled hands.

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A policeman has called at the Branch usually twice an evening between six and eight and his presence has probably been some restraint.

There has been much trouble from the boys' turning or blowing out the gas in the lower entry which was just within reach of the tallest of them. Since, however, the pipe has been shortened, and a new fixture put in provided with a globe, that difficulty has been done away with.

Thoughtless disorder: Under this head may be classed conversation in the Reading-room, eating peanuts and candy there, soiled hands, and careless handling of the books, especially of those on the "Y shelves". These difficulties can be overcome only by eternal vigilance on the part of the attendants, and probably will never be overcome altogether in the present quarters of the Branch. There seems to

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be, however, a slight improvement in all these directions.

As to the general order and spirit of the Reading-room, the outlook is hopeful. By way of comparison: there was in October only one day when the order was good; in January, there was hardly a day when it was not moderately good, and there were several days when it was as quiet as can be expected with so many people in such close quarters.

Needs of Branch.

Naturally the one great need whose satisfaction would include all others is of a new building. This matter has been so fully presented before there is no need of further discussion at present.

Other needs are, briefly, better light, a good catalogue, more reference books, and a new case of adjustable reference shelves.

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In regard to the matter of light, the gas service has been examined by both the East Boston Gas Co. and the Gas Consumers' Association, and the two agree at last in saying that the gas pipes are too small for the number of burners they supply. The remedy for this would probably involve larger expenditure than it would seem advisable to make for this building.

The other needs it is hoped will receive some attention within the coming year.

Respectfully submitted,
Ellen O. Walkley,
Custodian.

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TO THE ~~LIBRARIAN:~~
Supervisor of Branches and Stations:

Annual report.
February 1, 1898 – January 31, 1899.

Circulation.

Direct home use is 1858 less than last year. The percentage of fiction is .0238 less. Whether this slight decrease in the proportion of fiction issued accounts in any degree for the lowered circulation or not, it is undoubtedly true that the proportion of serious readers is increasing. The percentage of fiction has fallen slowly but steadily until in January, 1899, it was .03 less than in January, 1898.

Recorded hall use has ceased to represent in any degree actual hall use.

The number of books from the Central Library shows a gain of 616 over last year. The percentage of fiction has increased .0596. This is due chiefly to the fact that people have learned that certain fiction not to be had at the Branch may be had from Central.

The percentage of unsuccessful applications sent to Central is .0279 less than last year.

Books on deposit.

59 books have been received from Central on

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deposit on the following subjects:

Colonial manners and customs
The Reformation in Germany
Early English history
Cathedrals
Contemporary American poets
George William Curtis
Childhood in literature and art.

Early in the year few of the deposit books were issued, but during the last three months when books were received for the use of two local literary societies, the Monday Night Club and the Friday Afternoon Club, all but a small minority of the books were issued once or more in two weeks.

Volumes.

The decrease of 1478 in the number of volumes in the Branch is due mainly to the transfer to Central of 1716 volumes preparatory to reclassifying the Branch. Many books which are out of date and would naturally be rejected are to be kept until they shall be replaced by more recent works on their subjects. Fiction still awaits the weeding process, although it has been gone through tenta-

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tively by Miss Wing and me.

Missing books.

Contrary to expectation, the number of missing books this year is almost three times as large as last. Of the four volumes missing from closed shelves, three are fiction which probably have been misplaced in the preparations for transferring to Central; the fourth was charged on a borrower's card and became finable, but when the card was presented it was clear at that date, although book has not since been found. Of the 89 books missing from the open shelves, a number, doubtless, have been taken wantonly as, for example, the second volume of "France," by Bodley. At times the constant attention of one attendant is needed to correct the utter irresponsibility of the readers who take books from the open shelves and leave them lying anywhere about the room. Many acts of carelessness in connection with these books, together with three flagrant cases of mutilation indicate that an example needs to be made of somebody.

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Reclassification.

The work of reclassification has been completed in the classes of European and American history and through a part of biography, 752 volumes in all having been relocated and recatalogued. Instead of pushing this work rapidly after the summer months, leisure time was used in cataloguing and transferring to Y numbers books from the stack. The Y shelves still lack some of the titles represented in the list and many titles still lack proper cataloguing.

The ease with which books can be found in subjects already reclassified shows plainly how much time is wasted in hunting for works on other subjects and makes it seem imperative that the reclassification be pushed forward rapidly. All but two copies of the 1879 catalogue are again in a disgracefully fragmentary condition and will soon be beyond use. This, together with the changing state of the card catalogue leads the public to seek help more than ever from the attendants and hence leaves less leisure time from routine work.

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At present, one or two of the force can count on a little more than an hour a day free from routine work. Usually, however, some unforeseen but imperative demand fills this time. Unless some help from outside is granted, with our best endeavors we shall soon be found with the bulk of our books still unclassified and with no catalogue to help us find them.

Furniture, repairs and improvements.

Strips of wood have been put at the back of the Y shelves to keep the books from falling through.

A handsome, new card catalogue case has been received and is in use. It is a great addition and convenience. To make room for it the coat-hooks have been removed and the wall has been tinted above it.

Welsbach burners have been placed on all the gas fixtures, greatly improving the light. There is still need, however, of three additional burners for the open shelves.

The old card catalogue case has been

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removed from the Issue desk as has also the clumsy box from the centre of the desk, thus leaving the entire counter free and roomy with only the charging tray standing in the middle. A bulletin-board has been placed on the post at the front of the Issue desk.

A window-box has been received, filled with plants from the City greenhouses. Miss Wing has brought slips and plants from home which are thriving well and add cheer to the room.

Exhibitions of pictures.

The seven portfolios of pictures received from Central have been viewed by our borrowers with interest varying according to the familiarity of the subject. The pictures add so much to the attractiveness of the Branch, however, that even if no interest were displayed in them it would still be desirable to have them from time to time.

The school drawings placed here by Mr. Hopkins have been displayed since October and

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are still attracting much attention.

For the 19th of April and for Christmas, some of the Perry pictures were mounted and hung. Although small, they seemed to have live interest for beholders.

Naturally, the exhibition of greatest interest was that of pictures by East Bostonians held for four weeks in February and March. The only requirement was that the contribution be the work of an East Bostonian. 31 persons loaned 94 specimens, including work of High School, Evening Drawing School, Institute of Technology and Normal Art School pupils and of several adults, some of whom were members of the Boston Art Club. The exhibition was very creditable to the artistic talent of East Boston. It was attended by people from all over the Island who had not been to the Branch before for years as well as by all the regular borrowers.

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Work with schools.

The practice of putting books on the reference shelves temporarily for use by pupils has not been continued with regularity this year. Instead, duplicate copies of six of the best United States histories have been put permanently on the reference shelves and these, with Harper's Cyclopaedia of United States history, History for ready reference, Cyclopaedia of American biography and the regular encyclopaedias practically fill the demand for reference work from the Grammar grades, except in geography, for which books are sorely needed.

Several of the teachers fill their special cards with books to be used by their pupils at school and at home. One teacher is careful to assign to each pupil a separate historical or biographical subject for composition so that we are able to fill the demand for books to be issued to such workers.

The pupils have had the use of indexes and reference books explained to them so that

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how many of them are able to do their work without help.

An increase in reference work is noticed, not only among pupils but among older readers not connected with schools.

Order.

Especial efforts have been made this year to secure good order in the Reading room with a distinct improvement as the result. Fewer rowdies come into the Branch, and those who come recognize the fact that they must keep quiet to be allowed to stay. The proportion of mischievous and malicious comers is small. Each offender is treated individually. One of the most troublesome was excluded for a month and his father was visited, since which time the boy's conduct has improved greatly.

In general, there is a better class of readers and a better spirit among them. In the morning and early afternoon, especially, a number of men, young and middle-aged, and an occasional woman, come regularly

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to read. Several engineers come for scientific periodicals. In the late afternoon and the evening, however, when the stir in the Issue room is noticeably disturbing, the Reading-room is occupied mainly by readers from twelve to seventeen years of age. In fact the Branch cannot hope to be of great use to adults and earnest readers until it can offer them a Reading room apart from the younger readers, while nothing short of new quarters will make the Branch adequately useful to even the younger readers.

Yours respectfully
Ellen C. Walkley
Custodian

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East Boston {~~Dept.~~ Branch.

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TO THE ~~LIBRARIAN~~:
Supervisor of Branches and Stations:

Annual Report. February 1, 1899 - January 31, 1900.

Changes in Service.

On October 4, Mr. Hosea resigned his position as janitor of the Branch, on account of ill-health which has since resulted in his death. During the twenty-six years of his service in the Branch, he did work of unusual faithfulness and intelligence, performing not only the duties implied in his office, but also helping keep order in the reading-room, aiding reference workers in a busy time, and cheerfully adapting himself to any other line of work laid out for him. His departure was a loss to the Branch.

Since October 23, Everett F. Matthews has been employed as janitor on probation.

Circulation. Branch books.

Home use for the year is 14 68 less than last year. The daily average, however is only 3+ less than last year and the largest daily issue is 19 more.

Some of the reasons for this loss are as follows.

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1. The situation of the Branch.

The Branch is now situated at a point remote from the geographical center of the Island and from the center of population, with the growth of population away from it. Therefore, it is natural that the use of the Branch should diminish.

2. The weather.

From February to September inclusive, there was a gain in circulation for this year. From October to January, usually the busiest months of the year, this gain and 1468 besides have been lost. Doubtless the unusually mild and fair weather through these months has contributed towards this result.

3. Lack of new children's books.

A large proportion of our borrowers are children. Of the 598 volumes newly purchased this year only 51 are within the comprehension of the average child borrower. This seems an unjust proportion.

4. Guidance in reference work.

The supply of simple books to be

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taken out by pupils in connection with their lessons is so limited that the practice is growing of persuading them to use the books found on the reference shelves, instead of sending them away with books which are certainly too detailed or too old for them. This undoubtedly helps the children get what they need, but it does not increase the circulation as the other practice would.

5. Reclassification.

The delay in finding books necessarily attendant on the work of reclassification may have had some effect on the circulation. More than half of the books done this year have been reclassified since October 1 during the months naturally the busiest. Great care has been taken to find the books asked for, but it has been necessary, in fiction, where the card with the new number had not been put into the card catalogue, to consult the old shelf-list to find the new number. When

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several numbers were noted on a slip this absorbed no small amount of time and often in the end all the books proved to be "out" or "worn out". Although no complaints have been heard some may have been thought, and some borrowers may have gone away unsatisfied in the end.

Circulation. Central books.

The number of books received from Central is 2127, a gain of 434 over last year. The percentage of fiction is .359 an increase of .087 over last year. This increase is due mainly to the call for popular "Y" books in greater numbers than the Branch can supply them.

The number of applications to Central is 3408, 59 less than last year.

The percentage of unsuccessful applications is .46 an improvement of .12 on that of last year. Great care has been taken at the Branch to reduce this percentage and it has gone down almost steadily through the year until it reached its lowest point in January,

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1900, when the percentage was only .34.

Books on deposit.

105 books have been received on deposit from Central, 46 more than last year. In the main these have been reserved for schools and one club, filling out the deficiencies of the Branch.

186 volumes of Branch and Central books have been reserved at 9 different times for 4 classes in the grammar schools and for 1 club.

The subjects treated were as follows:

James Russell Lowell
N. P. Willis
Bayard Taylor
American Revolution
Spanish, French and English explorers
Settlement and early history of Massachusetts, Virginia and New York
French and Indian war
History of the English language
Civil war.

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A deposit of 50 Branch and Central books has been sent direct to the Blackinton School, Orient Heights to be issued for hall use or on cards from there. Since it was not sent until the end of January, no report can be made on it yet.

Volumes.

Although the number of volumes added this year is 368 more than last, it is more than offset by the number lost, partly because 665 volumes of useless fiction were transferred to Central in June, and partly because the reclassification of fiction has brought to light an unusually large number to be condemned.

Missing books.

The number of books missing this year is a little more than half the number missing last year, is .004 of the whole number of books in the Branch and .0008 of the number of books issued for home use

4 of the books missing last year appeared

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again on the shelves during the year which warrants the hope that some included in the present record are only temporarily missing.

Reclassification and Catalogue.

With the exception of the reference books and a few hundred volumes of fiction about to be transferred to Central, the reclassification of the Branch is now finished and the books are renumbered, reshelved and canceled from the old shelf-list where the new numbers have been noted above the old ones.

The new shelf-list has been written for non-fiction. The cards for fiction are arranged in numerical order ready for shelf-listing.

In addition to the cataloguing done by the regular force of the Branch, Miss Kueffner has worked at the Branch for 16 days preparing cards to send to Central for new numbers.

The reclassification done this year has

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involved writing 5186 cards and handling 6482 volumes 5 times. Including our circulation for the year then, but not counting the frequent shifting of large blocks of books which cramped shelf-space necessitated, the Branch force has handled over 156000 books during the year. This amount of work could not have been accomplished in so short a time but for the unflagging enthusiasm and cheerful adaptiveness of each one of my assistants.

Aside from this, cards have been written for 438 replacements, 1549 cards have been copied for some of the non-fiction, and 1324 cards have been written for books transferred to Central.

2575 printed cards have been received, headings have been written and they have been filed in the card catalogue. The exact record of the written cards filed in the catalogue has not been kept, but it approximates 2500.

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Exhibitions of pictures.

The nine portfolios of pictures received from Central have been displayed on our walls and notice of them has been sent as usual to each school and to the local papers. The pictures have been viewed with interest by a number of teachers and pupils and by a majority of our readers. The ones attracting most attention were "Plants", "English country churches", and "Egyptian pictures."

In addition to these, Mr. Walter E. Rice of 194 Lexington St. kindly loaned the Branch for three weeks twenty-eight framed photographs of English and Italian gardens, taken by one of his friends. They were an adornment to the Branch and were much enjoyed.

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TO THE LIBRARIAN:

Furniture, Repairs and Improvements.

The old stone porch at our entrance which served as a protection to loafers and had become a nuisance was removed last spring. This improves the appearance of our entrance. Bricks have been relaid where the floor of the porch was.

To serve as a protection against cold and storms, two light weight doors have been put in good repair by Mr. Taylor and have been hung at the entrance.

The stone steps have been chipped.

Some necessary tools such as a screw driver, saw, 2 chisels, a bevel, a glass-cutter, a putty-knife, a hatchet and 2 files have been furnished the Branch. With these Mr. Matthews has been able to fit shelves, set glass, repair furniture and do other small jobs which would otherwise have had to be done by outside workmen.

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The chairs in the reading and issue rooms have been fitted with rubber tips. This lessens the noise considerably.

The "Y case" and case of new books, always poorly lighted, have been supplied with gas fixtures and Welsbach burners. This improvement is much appreciated.

The clock has been repaired.

Two neat boxes for slips have been put one at each side of the issue desk. They are more convenient than the clumsy slip box formerly at the end of the counter and their use proves to lessen the waste of slips.

Periodical racks have been placed on two of the tables in the reading room. These make it possible to keep the tables in much better order and thus render the room more attractive.

Order:

The order of the reading room shows some improvement over last year. A tendency to disorder can usually be

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quelled by a word or a glance. The readers need, however, in a busy time to be kept under constant oversight to prevent some of them from falling into sociability and fun.

Needs.

With the completion of the card catalogue which may be hoped for within the next year, and a few minor changes, the possibilities of improvements in the Branch without the expenditure of considerable sums of money will be at an end. The imperative needs are a new building and new books.

The former has been so often presented and its urgency granted that it need not be dwelt on now.

The latter is more apparent than ever now that the books are systematically classified. In the departments of Fine Arts, Science and Useful Arts especially the supply of books is very limited and

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the demand is great. In all subjects, large numbers of the books are either several years out of date or are so soiled and worn as to be hardly fit for handling. In order to put the equipment of books on a footing with that of the other Branches, several thousand books need to be replaced either by new copies or by recent works on the same subjects.

Yours respectfully,
Ellen A. Walkley,
Custodian.

February 6, 1900.

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TO THE ~~LIBRARIAN~~:
Supervisor of Branches & Stations

Furniture, Repairs, and Improvements.
February 1, 1899 to January 31, 1900.

Storm-porch removed
Bricks relaid at entrance
Light weight inner doors glazed, painted, and hung at entrance.
Stone steps chipped.
2 new gas fixtures with 3 Welsbach burners.
2 slip-boxes
2 periodical racks
Rattan couch
Rubber tips for reading and issue room chairs.
Burners examined and cleaned.
1 chair reseated
1 pane of glass set
Tools: Screw-driver, saw, 2 chisels, level, glass-cutter, putty-knife, hatchet, 2 files.
Clock repaired.

FORM NO. 121

# BOSTON PUBLIC LIBRARY,

..... } Dept. / Branch.

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TO THE LIBRARIAN:
Supervisor of Branches and Stations:

Annual Report. February 1, 1900 - January 31, 1901.

Circulation.

The record of circulation of Branch books (including books issued through the Blackinton School) shows a gain of 5494 over last year. The record of books from the Central Library shows a loss of 470. The net gain in circulation, therefore, is 5024. In view of this gain, the decrease in applications to and books received from Central seems to indicate that the Branch collection is more nearly equal to supplying the demands of our public than heretofore. The fact that the percentage of fiction circulated is 1 6/10 % less than last year indicates that the increase in circulation is not wholly due to new fiction.

Work with the schools.

The Blackinton and the three evening schools of this section have been visited and 86 registrations taken. The teachers seemed friendly and ready to co-operate. One of them was kind

teacher's card regularly for his class. The pupils of the Evening Grammar and High Schools have used their cards little. The difficulty is to furnish simple books which are not too childish for the foreigners just learning English in these schools. Deposits of books for the Evening Drawing School have been fairly well used. Here the books are apt to be rather too technical or special for beginners in mechanical drawing.

Six teachers in the day schools have asked to have books reserved for their pupils at various times. Some of these books have been well used and some almost none.

During the year there have been at the Bluckinton School deposits amounting to 142 volumes for use at the school or issue on cards. The record of circulation is 724. Mr. Sinclair speaks in the highest terms of the benefit of these deposits to the pupils, who have no other regular supply of reading matter in the isolated section where they live. Their eagerness for books gives a golden opportunity to cultivate their taste by supplying the best books. More needs to be done in this direction.

Missing books.

The number of books missing this year is 60, or 12 more than last year. All but one

are from the open shelves, and all but two from the Y shelves. Four volumes missing last year have re-appeared this year. Three incidents which have happened at the Branch within a month confirm our impression that many of the missing books are taken not maliciously but ignorantly. One little girl was discovered bearing off a library book having put one of her own on the shelf in its place, — a fair exchange, she thought. Another larger girl who came up in school hours was questioned as to why she came and said her sick mother sent her up to get a book for her. She had no card, and if she had come in a busy time would probably have taken a book without being noticed. A third small girl, too young for even a pupil's card, brought a book to the desk and artlessly offered a cent if she might take it out. All these appeared too ingenuous for conscious wrongdoers. It is to be feared, however, that some of the books are deliberately stolen.

Registration.

Although the number of live cards outstanding (2975) is 10 less than last year, the whole number of cards issued is 507 more than last year and 1224 more than two years ago.

A separate record has not been kept of the

number of pupils' cards issued through this Branch, but the privilege has been used by a good number just past ten years of age. The Master of one Grammar School here urges that a card be issued to every child in the Grammar School, maintaining that the children in the lowest grades enjoy and profit by the privilege more than the older ones. This practical reduction of the age limit makes very pressing the need of a still larger proportion of younger books for children and of a larger multiplication of the most popular favorites. The children's books added during the year have been eagerly sought after.

Catalogue.

The card catalogue is practically done except references for some of the Reference and Y books. The latter have never yet been systematically catalogued except that for more than two years all replacements and Y books returned from the bindery have been done as soon as received, so that it is a question of only a short time before all will be finished.

In addition to the 6356 references written and 12641 cards filed in the catalogue, headings have been written on 2600 printed cards. 274 replacements and bound periodicals have been catalogued. The shelf list has been written for 3553 titles of

fiction. 61 pages and 6 title-pages have been supplied in manuscript in imperfect books.

Binding.

The number of volumes bound at the Contract bindery is 147 more than last year; at Bates Hall bindery, 39 more. Most of these books have come to our attention in course of circulation. The shelves need to be gone through systematically to pick out for binding or replacement the many books in bad condition which do not often circulate.

Furniture, improvements, etc.

The general appearance of the shelves has been much improved by the the final shifting of the various classes of books to the most convenient places for their use under present conditions. Little room now remains for growth, although shelf-room has been increased by the addition of two new cases, one for Ly books and one for Reference books. This makes it possible for the first time to put on open shelves all the books in these two classes.

9331 books were repaired from March 9, 1900 to January 31, 1901.

The end of the long table in the issue room has been cut off, and the custodian's desk moved up against it in the middle

of the room, facing the door. The desk now commands a good view of the reading and issue rooms and is more accessible than in its old position.

Exhibitions of pictures.

The exhibitions of pictures from the Central Library have been advertised as usual and have seemed to arouse more interest than last year. The ones receiving most attention were, perhaps, the Prang Pictures for School Decoration and the English Cathedrals.

Sunday opening.

The record of Sunday opening for this year shows an increase over last year in every item except the number of registrations. The gain in total attendance is 2027; in average attendance, 78, in the number of adults 2259; in the percentage of adults, 25 o/o; in home use, 203; in average daily issue, 8. The record of registrations is 41, or 3 less than last year. Mr. Matthews has been in charge of the reading room and Mr. Miller of the issue room. The increase in attendance, number of adults and circulation, together with the continued good order are hopeful signs of the usefulness of Sunday opening.

Needs.

The principal needs of the Branch for the coming year, in addition to the ever present one of a new building have been touched on already. Briefly they are: systematic binding and replacement of worn or out of date books, and building up of classes most deficient; more simple books for children about ten years old; adult books in simple language for foreigners.

It has been suggested that the new fiction added would give more satisfation if duplicates were furnished of the most popular books and fewer titles of the less used and popular.

The paint and walls throughout the Branch greatly need colouring.

Yours respectfully,

Ellen O. Walkley,

Custodian

B. P. L. FORM NO. 121.

# BOSTON PUBLIC LIBRARY.

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TO THE ~~LIBRARIAN~~:
Supervisor of
Branches and Stations:

Annual Report.

February 1, 1901 – January 31, 1902.

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Changes at the Branch.

The most noteworthy event of the year is the renovation, re-arrangement and refurnishing of the branch, which extended through the summer months. In coöperation with the Department of Public Buildings, new floors were laid in the stack, issue and reading rooms and new stairs in the hall. The walls, ceilings and paint were recolored, the radiators and gas-fixtures put in order and bronzed. The partition dividing the stack from the issue room was removed and four of the cases were lengthened to

make up for loss of shelf-room. Platforms and fences were removed from the reading room and stack, many of the cases were remodelled and rearranged, all were repainted, and all the shelves were thrown open to the public. Three new rectangular desks, arranged in the form of a triangle, guard the stack and give comfortable space for the work of the issue desk. The old settees and tables, and a number of worn out chairs have been discarded, and the reading room has been furnished with six new tables and fifty-six bentwood chairs, thus affording table space for seventy-two readers at once. A convenient new periodical case and three book cases against the walls of the reading room give shelf-room for the reference books and periodicals.

These changes make the place lighter, cleaner, more airy, and much more comfortable and convenient than before.

Throughout this period of almost unbearable disorder and noise, the branch was open as usual for the issue of books and all of the books were accessible, but the reading room was necessarily unused by readers for about two weeks.

## Circulation.

The record of total circulation, direct and indirect, shows a gain of 9037, or 13 6/10 per cent over last year, and of 14061, or 23 per cent over 1899-1900. Indirect circulation of books from Central shows a gain of 237, or 14 per cent. The percentage of unsuccessful applications to Central is 34 4/10 per cent, a decrease of 6 5/10 per cent.

## Missing Books.

The number of missing books is the largest for any year. It is divided as follows:

| | |
|---|---|
| Missing from Y shelves | 103 |
| " " Stack " | 24 |
| " " Reference " | 5 |
| | 132 |

The shelf-reading was postponed unduly in the hope that the book-pocketing would answer the purpose. When that work was interrupted by extra bindery work, and the shelf-reading was finally completed, it was so late in the year that there was barely time for the missing books to appear as they so often do in the natural course of things. A large number have proved to be only temporarily missing and doubtless still others will be found in a few weeks. It seems probable that some of the books may have been taken during the floorlaying, when all the cases and books were shifted several times and it was impossible to protect them from the public. After all allowances have been made, however, the large number missing from the Y shelves cannot fairly be accounted for. These shelves as now arranged are wholly unprotected, and many readers take books to the reading room tables and leave them there. I would recommend that these

shelves be guarded by means of a fence or some such device, and ~~that~~ no one be allowed to take books from the enclosure without having them charged on a card or a hall-use slip.

Books.

1089 volumes have been added during the year, 317 of them being replacements. The most worn and unsightly books have been selected systematically from the Ly case and about half of the Fiction shelves for binding. The number of volumes bound during the year is ~~1638~~ 1639, twice last year's record. Nevertheless, no very marked improvement in the appearance of the shelves is noticed and there are several hundred volumes which need immediate attention. This work, however, takes much time and could not have been done by the regular force without the increased allowance of extra service which was kindly granted for the purpose.

The number of books repaired at the branch is 10843.

Catalogue.

Little has been done on the catalogue except to write headings on and file the printed cards, and catalogue the replacements and bound periodicals received. 1113 cards have been written at the branch, mainly references for old books or copies of soiled cards. The catalogue still lacks guides, but this work has been postponed as less important than that for the new charging system. In preparation for this latter, book pockets have been written for 12000 volumes and 1100 pockets have been pasted in the books. 1500 book cards have been written.

Sunday Opening

The record of Sunday opening shows an increase of 161 in average attendance and of 30 in average daily issues. The lowering of the age limit for cards has increased so largely the attendance

B. P. L. FORM NO. 121.

# BOSTON PUBLIC LIBRARY.

East Boston {~~Dept.~~ Branch.

March 4, 1902.

TO THE ~~LIBRARIAN:~~

Supervisor of Branches & Stations:

Under the heading Registration in my narrative annual report, please have the sentence, "Registrations have been taken at five day schools and one evening school" corrected to read - "four day schools and one evening school".

Sorry for the error, and for your trouble in correcting it.

E. O. P.

of children under twelve that although the average attendance of adults is 57 more than last year, the percentage of adults is 2 4/10 per cent less.

Registration.

The number of live cards outstanding is 541 more than last year. Less than 191 of this gain can be attributed to children under twelve years of age.

Registrations have been taken systematically at five day schools and one evening school. Permission has been received to visit the remaining school of this district for the same purpose. This will be done within the next two weeks.

All the masters and teachers have been cordial and kind in their reception of the agent of the library and it has been a privilege to meet the children in their school homes. This little introduction, too, seems to banish the timidity that many of the children and not a few adults

feel about coming to the library. The invitation of the library and the knowledge that there will be one familiar face there give them courage.

The influx of children, which naturally results from this registration at the schools and the lowering of the age limit, brings home very keenly to every worker at the branch the additional grave responsibility which this involves. Many of these children come from homes swarming with little ones, where they have little or no training and practically no notion of taking care of themselves or anything else. In some happy cases the Teachers are interested enough to advise them about their books and to daily urge them to cleanliness and carefulness. Otherwise, they are turned loose at the branch and although the will to help them is not lacking, the mere routine of the issue and registration desks keeps every

available worker busy during rush hours, and crowds out too largely the personal work with the children which might be of help to them and eventually to the library itself.

Work with Schools.

Deposit relations with the Blackinton School still continue and the establishment of Station D, in that region gives still larger resources to the School.

In the Summer, 100 volumes for the branch were sent to the Industrial Vacation School.

Deposits have been sent to the East Boston High School to the number of 107 volumes.

327 volumes have been reserved for the use of schools at 16 different times during the year.

A beginning has been made in the systematic instruction of a class

in reference work at the branch. The need of this has long been apparent, but time has failed for the custodian to do it except for individual workers or on all groups. In October, however, Mr Morse, Sub Master of the Lyman School, brought his History classes to the branch in four sections, giving them a talk on reference work in general, followed by brief practice, and the following week, requiring preparation of a paper by each one, giving the information found in three authorities on assigned topics.

Needs.

The principal need in the line of equipment is systematic replacement and binding of books throughout the stack. Either an extra allowance will be needed for the purpose or it must be distributed over a longer period of time than wisdom would dictate.

In connection with the large increase in the attendance of children, the need of more space for them

pressed hard. Our small quarters make separation between children and adults in the reading room impossible, and both classes suffer in consequence. There seems to be no possible relief for this difficulty in our present quarters.

The need of protection for the shelves has already been urged.

In the matter of books for children especially between ten and twelve years of age, our resources are still very far from adequate. The wholesale invitation of the library to the children would seem to imply a corresponding provision for their comfort and entertainment when they accept the invitation.

The lighting of the branch is still poor. To better it will probably involve some radical measure like laying larger supply pipes.

The present report indicates that the work of the branch has grown in every department. The working force is the same

as five years ago. With the increased work and, since December 30, the hoped-for shorter hours, the problem of how to get the work done in the working hours specified has been a difficult one to solve. So far, it has been impossible to avoid working overtime and even then the work in rush hours has had to be done so rapidly as to endanger accuracy, and the custodian has been confined by routine work to the neglect of the vital duties with which she is especially charged. If the work of the coming year is to be done wisely and well, it seems absolutely necessary to have a permanent increase of the working force.

Yours respectfully

Ellen M. Walkley

Custodian.

February 14, 1902.

B. P. L. FORM NO. 121.

# BOSTON PUBLIC LIBRARY.

{~~Dept.~~ Branch.

February 17, 1903

TO THE ~~LIBRARIAN~~:

Supervisor of Branches & Stations:

February 1902 – January 1903.

Summary of the year's work.

Adult books have been transferred from Y to stack numbers and numbers changed on cards as well as a good many cards written for the same.

829 volumes have been received during the year. This includes replacements, bound periodicals &c.

1738 volumes have been bound.

7533 books repaired at the Branch.

Book pockets have been pasted in all the books, book cards written and placed in same.

The new charging system was commenced January 31st.

A zero has been added to all the J books.

"A railing has been put around the Y shelves to check the irresponsibility and loss of the books. Every person entering the space is required to leave his card or a hall-slip bearing

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TO THE LIBRARIAN:

his name and address and no book is allowed to be taken away from the enclosure without being charged. This is a help to the attendant but it requires extraordinary alertness in a busy time to succeed in doing accurate desk work and follow up the children at the same time.

The total circulation of the year was 77610, 5147 over last year.

805 Branch and 186 Central books have been sent on deposit.

Every school has a deposit and many have more than one. The teachers seem to have just realized that they can have books on deposit and the requests are coming in very fast.

Registrations have been taken at most of the schools and the remainder will be visited soon.

The Sunday opening attendance has been large. Since November last 1029 books have been issued for home use

The illness of Miss Walkley, the Custodian,

B. P. L. FORM NO. 121.

# BOSTON PUBLIC LIBRARY.

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TO THE LIBRARIAN:

Who has been out since October 1st has materially affected the work in a measure but in spite of this and the large circulation the assistants and extra assistants have done all in their power to make the work run smoothly and see that every person receives all attention possible.

Miss Brackett has been of great help in many ways as in fact all the others have been.

Yours respectfully
Alice M. Wing
Assistant-in-charge.

B. P. L. FORM NO. 121.

# BOSTON PUBLIC LIBRARY.

East Boston {Dept. / Branch.

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TO THE ~~LIBRARIAN~~:
SUPERVISOR OF
BRANCHES & STATIONS:

ANNUAL REPORT
February 1, 1903 - January 31, 1904.

SERVICE.

The leave of absence of the custodian, on account of illness, extended to May 1, 1903. Throughout the period, the activities of the branch moved on smoothly and, in spite of burdens of extra work, the new charging system was successfully inaugurated, the circulation increased, and deposit work with the schools grew rapidly. These results can be attributed only to the faithfulness and energy which Miss Wing, the acting custodian, and the other members of the force showed, in their eagerness that the work should not suffer.

In view of Miss Wing's cheerful and efficient service at this time and her readiness always to share the burden of responsibility as well as to work with unflagging zeal, the regrading of her position, in October, with the increase of salary attached was especially happy and fitting.

The generous allowance for extra service was continued until October, when Florence M. Bethune was appointed to a regular position in grade D., after two and a half years on the extra force.

CIRCULATION.

The record of direct home use is 2485 less than last year, but that of books issued through schools is 3983 more, which, with an increase of 113 in books received from the Central Library, makes a net gain of 1611 for the year.

The percentage of fiction (including juvenile) is .7175, or .107 less than last year, but, as this is the first year we have had the exact classification, the comparison can hardly be considered accurate. The percentage of fiction from the Central Library is .416, a decrease of .157 from that of last year.

The record of Central Library books returned through the branch shows a gain of 152 and that of applications to the Central Library, a gain of 930. At the same time, the percentage of unsuccessful cards is .18 less than last year.

DEPOSIT WORK.

114 deposits of 2268 branch books have been sent to 42 teachers in 9 institutions this year, against 24 deposits of 805 books to 14 teachers in 6 institutions last year. The demand has increased so fast and continues so steadily, that in most cases only 20 books have been sent to a class, and even then the resources of the branch have been taxed to their utmost and the collection for daily issue has suffered sadly. From the reports of the teachers, however, it seems that the books sent to the schools reach more hands and are more carefully read than those issued on cards to the younger children at the branch. One teacher, who had 20 books for 10 weeks, wrote on returning them; "166 books have been read so far, besides parts of many." Another says; "The children love the books you sent. Not one of them is left on the shelf."

Great care has been used in the selection of the books, for this plan seems to offer a practical solution to the problem how to get good reading into the hands of the children. Experience shows that, at the branch, you may lead a child to a good book, but you cannot make him take it -- without interfering with individual liberty. But at the school, where there are only a few books, and it is a privilege to have any, all are used, and the best, if provided, are the favorites. In this section especially, where children's classics are not found in the homes, it seems imperative to grasp this opportunity.

106 volumes have been reserved at the branch throughout the year for the use of the English classes at the High School. In the main, however, the teachers are coming to have sent them on deposit any books which they want circulated rapidly among their pupils.

232 books have been received on deposit from the Central Library this year, a gain of 46 over last year. These have been sent out to the schools to supplement those already sent from the branch.

VOLUMES.

The number of accessions this year is 273 more than last and the number of losses, 80 more. 19 missing volumes have been found.

The number of books missing from the shelves is 44, only 21 of which are from the shelves for younger readers. 11 of the Lubbock books are missing. While waiting reclassification, all of them were placed in an alcove in the stack, where their array of bright red bindings evidently proved too attractive to be resisted. From the character of the books taken, it is probable that this is the work of students. The following are among the missing.

Aristotle. Politics.
Carlyle. Past and present.
Descartes. Discours de la méthode.
Goethe. Faust.
Plato. Dialogues.
Voltaire. Zadig et Micromégas.
Xenophon. Anabasis.

EXHIBITS, ETC.

The exhibits of pictures from the Central Library have been looked at with interest by large numbers of people. The teachers have begun to realize that they may have portfolios of pictures for use at the schools. In the case of two High School teachers, an attempt has been made to get systematically plates illustrative of the country or period of history being studied. The Prang examples of historic ornament have been used by others and the Chefs d'OEuvre des grands maitres have been asked for.

There is much material on hand for bulletin work but only two bulletins have been made, owing to pressure of more imperative work.

In May, some Promethea cocoons were hung in the issue room, where they hatched and were watched with interest by the children.

MISCELLANEOUS WORK.

During the summer, the spare time was used in supplying missing pages, in handwriting, or on a

typewriter which was sent from the Central Library. 198 pages and 27 title-pages were supplied in 112 volumes which have since been bound. Miss Macdougall has done considerable of this work at Station Z. for the branch but has kept no record of it.

10247 books have been repaired at the branch in the course of the daily mending.

IMPROVEMENTS.

The lighting system, which has long needed attention, was repaired last summer, larger pipes and new and additional fixtures being put where needed. This has resulted in a marked improvement in light.

Two additional steam radiators have been put in , one of them in the lower entrance hall, where it tempers the cold draughts that come in every time the outside door is opened.

Bars marked "No Admittance", which have been placed at the entrances to the issue desk, give needed protection from the encroachments of the privileged public.

SUNDAY OPENING.

The average attendance for the six months of Sunday opening this year is 533, or 29 more than for the same period last year. The average issue of books is 14 more. The percentage of adults is .322, or .056 less. Instead of being grown people's day, Sunday, like every other day, is becoming children's day. The space reserved for the children measures only about 11 feet by 13 feet. Naturally they overflow into the general reading room where they use the current periodicals and reference books as picture books. It is very difficult to keep the reading room habitable under these conditions, for, although there is not much malicious disorder, there is a constant stir and clatter of feet and inclination to talk. Such an atmosphere attracts children, while it repels many adults. The resulting confusion leads to and covers careless use of the books and magazines and the attendants need to be Argus-eyed to detect the real offenders. One of the most painful features

is the wilful mutilation of some periodicals and the disappearance of several magazines. The separation of children and adults may help matters a little but conditions cannot be changed materially without more space than our present quarters give.

NEEDS.

The need of a large amount of binding is ever present.

As has already been suggested, generous reduplication of children's classics and other books most useful for deposit work with the schools is necessary if the growing demand is to be met without exhausting the collection for daily issue.

A moderate duplication of the new fiction received by the branch would help to satisfy those who have read the old and want the new.

It is evident that access to shelves for adults as well as for children should be more carefully guarded and that a larger space, separate from that for adults, should be given to the children's use. Plans for these changes are now under discussion but a gain of space for the children can be had only through loss of space for adults.

The working force of the branch is not yet large enough to get the work done in the hours specified. The deposit work, which is a comparatively new activity for the branch, takes much more time and judgment than to issue the same number of books in any other way and cannot be done in connection with the other routine work. With five regular workers, we have 256 hours of service a week, including extra service. Last year, with four regulars and a large allowance for extras, we had 285 hours a week. It is a struggle to get the daily routine work done, many important things have been left undone, scant attention has been given to the public, and reference work with the children has been done too hastily or not at all. Such a state of affairs is harassing to the workers and will bring discredit on the branch, but cannot be avoided without additional service.

Respectfully submitted,

Ellen A. Walkley,
Custodian.

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FEB 8 1930